

Employer Conference Registration Form

Virginia Employment Commission—Employer Advisory Committee

Partners Promoting Excellence in Virginia’s Future

Please complete and mail this form along with a check for \$125 early bird registration fee. Your check should be made payable to the Virginia Employment Commission.

The HOTEL deadline is August 18, 2006; the CONFERENCE deadline is September 15, 2006.

Name _____

Company _____

Company Address _____

City _____ State _____ Zip _____

Daytime Phone _____

E-mail _____

Will attend Thursday reception Yes ☐ No ☐

Please phone the Hotel Roanoke at 540-985-5900 (or toll-free 866-594-4722) **before August 18** to ensure our group rate. Mention the VEC/EAC Conference for the special room rate.

Please list any special ***dietary*** or ***physical*** needs:

You may register on the VEC website (**www.VaEmploy.Com**) and mail the registration fee to: Virginia Employment Commission, P. O. Box 1358, Richmond, Virginia, 23218, Attention: Robb Whippo, Room 308-A.

CANCELLATION POLICY

All cancellations will be subject to a \$50 cancellation fee and must be submitted in writing. Cancellation requests received after 12:00 Noon ET on September 16, 2005, will not be eligible for a refund, *except for documented cases of medical or family emergencies*. You may choose to send someone else in your place at no additional cost. It is your responsibility to cancel your room reservation with the hotel.

E-mail registrations will not be considered complete until all fees are received.